

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

<input type="checkbox"/> <u>New contract</u>	<input type="checkbox"/> <u>OTR</u>	<input type="checkbox"/> <u>CO</u>	<input checked="" type="checkbox"/> <u>SS</u>	<input type="checkbox"/> <u>BW</u>	<input type="checkbox"/> <u>Emergency</u>	Previous Contract/Project No:
<input type="checkbox"/> <u>Re-Bid</u>	<input type="checkbox"/> <u>Other</u>					

LIVING WAGE APPLIES: ___ YES ___x NO

Requisition/Project No: RQCA1100008

TERM OF CONTRACT: 24 months with 3- two year options-to-renew

Requisition/Project Title: Miami Children's Museum Art Classes and Exhibitions

Description: Provide art classes and guided museum exhibitions to children enrolled in the Head Start/ Early Start Program

User Department(s): CAA

Issuing Department: ISD/ PM

Estimated Cost: 100,000.00

Contact Person: M. Perez-Garviso Phone: 305-375-3022

Funding Source: Federal

ANALYSIS

Commodity/Service No: <u>924-00</u> SIC: _____			
Trade/Commodity/Service Opportunities			
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
<u>EXISTING</u>		<u>2ND YEAR</u>	<u>3RD YEAR</u>
Contractor:	Miami Children's Museum		
Small Business Enterprise:	No		
Contract Value:	78,000.00		
Comments:			
Continued on another page (s): ___ Yes ___x No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: _____

Date to DBD: 11/23/11

Date Returned to DPM: _____

RECEIVED
DEPT. BUSINESS DEV.
2011 NOV 23 PM 2:12

Walters, Vivian (SPEE)

From: Perez-Garviso, Martha D. (ISD)
Sent: Wednesday, November 23, 2011 11:13 AM
To: Walters, Vivian (SPEE)
Subject: Item for Review
Attachments: Contract Project Measure Analysis revised 5-05.doc; BID WAIVER MCM_20110730150532.pdf

Hello Vivian,

Please see attached, one more item to be reviewed. I am currently drafting the agreement and summary and will forward it to you upon completion. However, I have attached the scope of services for your review.

Please advise of any further information required.

Thanks !!

Martha Perez-Garviso, CPPB

Procurement Contracting Officer 1

Internal Services Department

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Miami Children's Museum
Head Start Program 2011-2012
SCOPE OF SERVICES

The Contractor shall provide the following services to the County:

1. Contractor shall provide arts class and guided museum exhibitions to children enrolled in the Head Start/Early Head Start Program. Contractor shall provide two (2) sessions per day on Monday, Tuesday, Wednesday, Thursday, and Friday to each of the Seventeen (17) Head Start/Early Head Start classrooms (twenty children per class). Each class shall receive a total of six (6) sessions; one per week for six continuous weeks. Classes shall consist of one (1), forty-five (45) minute art class and one (1), forty-five (45) minute museum guided exhibit.
2. Contractor shall provide two (2) art workshops to eighteen (18) teachers per workshop. Teachers shall be exposed to art related vocabulary, teaching strategies, resources and instruments that can be effectively used in the classroom. Art workshops shall be held at Head Start school sites or at the Museum.
3. Contractor shall provide two (2) music workshops to eighteen (18) teachers per workshop. Teachers shall be exposed to music related vocabulary, teaching strategies, resources and instruments that can be effectively used in the classroom. Music workshops shall be held at Head Start school sites or at the Museum.
4. Contractor shall provide a classroom kit to seventeen (17) classrooms participating in the program. Kits shall include, but not limited to books on artist, images of work of art, 3lbs of delta sand, sea shells, pictures of fish, English and Spanish visual arts "how-to handouts", and a classroom set of musical instruments.
5. Contractor shall assist students with two (2) art projects during the contract period. Assistance shall be provided to seventeen (17) classrooms at Head Start school sites.
6. Contractor shall assist students with two (2) music projects during the contract period. Assistance shall be provided to seventeen (17) classrooms at Head Start school sites.
7. **Seventeen (17) classrooms shall have a visit from an outside professional artist contracted by the Miami Children's Museum. These sessions shall focus on cultural storytelling, music making and art.**
8. **Three (3) Early Head Start Group Socializations outreach sessions shall focus on cultural storytelling, music making and art.**
9. Contractor shall provide two (2) Head Start Family Nights (private museum events including hands-on activities) based on the theme of the children's museum experiences. The events shall help introduce the children's families to the museum experience in which each child participated. Each event shall include, but not limited to a maximum of 180 people. Classroom rental, extra staff and security fees shall be paid by the contractor.
10. Contractor shall provide non-federal resources, either in cash or in-kind, in an amount equivalent to twenty-five percent (25%) of the federal share amount (\$50,000.00) to be paid by the County to the Contractor, or 20% of the total program budget (funds). Contractors in-Kind contribution may include the following services:
 - a. Generate and distribute flyers and parent information to the participating schools to include museum events and classes that occur throughout the school year.
 - b. Provide three hundred and sixty (360) guest admissions.
 - c. Provide one (1) auditorium rental for the Community Action Agency to be booked and used prior to the completion of the project.

PRICE SCHEDULE

	<i>Description</i>	<i>Anticipated Fee</i>
1	Art/Music sessions to seventeen (17) classrooms, six (6) sessions per classroom, @ <u>\$213.50</u> per 17x6 <u>\$213.5 = \$21,777</u>	\$21,777
2	Art Classroom curriculum training to thirty-six (36) teachers (Scope of Services, #2) <u>36 x \$18.75 = \$675</u>	\$675
3	Music Classroom curriculum training to thirty-six (36) teachers (Scope of Services, #3) <u>36 x \$18.75 = \$675</u>	\$675
4	17 Kits @ <u>\$158</u> per kit (Scope of Services, #4) <u>17x \$158 = \$2686</u>	\$2,686
5	Art project assistance to seventeen (17) classroom two (2) workshops per classroom, @ <u>\$208.00</u> per workshop (Scope of Services, #5) <u>17x2x \$208 = \$7072</u>	\$7,072
6	Music project assistance to seventeen (17) classroom, tow (2) workshops per classroom, @ <u>\$209</u> (scope of Services, #6) <u>17x2 \$209 x \$7106</u>	\$7,106
7	Outside professional Artist to seventeen (17) classroom @ <u>\$250</u> per session, one (1) hour each session (Scope of Services, #7) <u>17 X \$250 = \$4250</u>	\$4,250
8	Music, art, and storytelling outreach sessions three (3) Early Head Start Group Socializations @ <u>\$207</u> per session, one (1) hour each session (Scope of Services, #8) <u>3 X \$207 = \$621</u>	\$621
9	Two (2) Head Start Family Nights events @ <u>\$2569</u> per event (Scope of Services, #8) <u>2 x \$2569 = \$5138</u>	\$5,138

I. Anticipated fee to be paid by the County

(\$50,000.00)

TOTAL PROGRAM FUNDS/BUDGET (I + II)



Note: Contractor's failure to contribute 25% either in-kind/cash will result in deduction of its invoice so that the contribution matches 20% of the total program funds/budget under this contract.

Justification/Input Document for "Bid Waiver"

Title: Miami Children's Museum

ITB # _____

It is the policy of Miami-Dade County, to consistently purchase goods and services using full and open competition. The citizens of Miami-Dade County are best served when we make sound business decisions based on competitive bids or proposals. Early acquisition planning that includes DPM can help to avoid delays and to facilitate effective market research. However, there may be instances when other than full and open competition may be justified. When a user department(s) determines that other than full and open competition is necessary or in the best interest of the County, appropriate justification for that course of action must be submitted to the CA Office for approval and execution in order to waive the competitive bid/proposal process.

Please provide the information requested below to support the need and feasibility for waiving the competitive bid/proposal process.

Purchase Requisition No. _____ Contract #: _____ Date Required: 10/31/2011 Est. Value: _____
 Proposed Vendor: Miami Children's Museum Previous Contract #: BW8509-3/1-1-4 Estimated Cost: \$50,000.00 BCC Date: _____

Purpose of the purchase. Please describe your minimum requirements and the benefits of making the acquisition.

The Miami Children's Museum (MCM) proposes a series of unique educational experiences. Integrating the classroom and the museum's 14 galleries at the MCM for Head Start children, instructors, and curriculum coordinators. The focus on the museum's theme of art, music, culture, community and communication infuses the High/Scope Developmental Indicator (KD) and the Galileo Assessments domains. The Miami Children's Museum offers teacher workshops, outreach to classrooms and visits to the Museum. During the professional development session, the MCM team will work with instructors on introducing teachers to Kits that include resources and materials to extend the learning to the classrooms with a focus on the arts (Classroom kits to include: books on artists: Great Artist by Mary Kohn; images of work of art: 3: b. delta sand; sea shells; pictures of fish; English and Spanish visual-art 'how-to' handouts; a classroom set of musical instrument). Each classroom receives a visit from Medardo, a Story Teller and Percussionist. (See Justification Continued section, page 2)

2. Best interest of the County. Please give a detailed description why a waiver of formal bidding is in the county's best interest (e.g. product standardization, compatibility, product/service access, or distribution, etc.). Please note that a lack of advance planning is not an acceptable justification for a bid waiver.

Miami Children's Museum (MCM) is a local museum that uniquely targets the arts for preschool and elementary children. The environment is specifically designed for the interests of the children and to expose them to the arts through the use of a developmentally appropriate environment and strategies. In addition to enhancing the classroom environment, the MCM is the only local museum that has developed customized activities that:


- *Infuse the program's curriculum (High Scope)
- *Incorporate indicators from the program's developmental assessment tool (Galileo)
- *Offer an enriching experience that can be shared by children and their families

3. Market Research. Please describe your market research and the results thereof. This should include a description of other, similar sources of products available in the market, if any, and why they are not acceptable.

Market research conducted by DPM in recent years has verified that the MCM is the only local museum offering specialized programming for children ages 0-5 years old and offering customized activities for Head Start families designed to offer enriching experiences shared by the Head Start children and their families.

4. Proposed Actions. Please describe the action the department will take to overcome the present barriers to competition prior to any future acquisitions of this product or service.

Head Start is continually seeking new resources developed for infants and toddlers to enhance the learning environment of the Head Start Program.

Shirley Almeida 786 469-4722
 Contact Person and Phone # _____

 Department Director's Approval _____
 Date Approved 11/28/11

#1 continued: Madato will focus on cultural storytelling and providing the children with opportunities to engage in the story telling and music making. This outreach will happen at the school site. Rockin Babies and Mimi Masters of Art curriculum for infants and toddlers will be used during three yearly visits to the home-based socialization groups. The purpose of these visits will be to expose parents and children to enriching a creative, sensory experiences.

[illegible]

Department(s)	Allocation(s)

OTR

Certificate of Competency:

If this action consolidates any other contracts please list them here:

Date:

DATA